

**WINNEBAGO PUBLIC LIBRARY DISTRICT**  
**THE ILLINOIS FREEDOM OF INFORMATION ACT**

The policy affirms the Library's intent to comply with the Illinois Freedom of Information Act. It is not a summary of all the definitions, regulations, or obligations of the Act. Nor is it a summary of the requestor's rights as provided by the Act. The Freedom of Information Act (FOIA) is a state law that provides citizens with access to public records.

**I. A brief description of our public body is as follows:**

**A. Mission Statement**

The purpose of the Winnebago Public Library District is to serve the informational, cultural, educational and recreational needs of the library district's residents regardless of age or educational background.

B. An organizational chart is attached.

C. The total amount of our operating budget for FY25 is: \$392,500.00  
Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are<sup>1</sup>:

1. Corporate purposes (for general operating expenditures)
2. IMRF (provides for employee's retirement and related expenses)
3. Social Security (provides for employee's FICA costs and related expenses)
4. Audit (for annual audit and related expenses)
5. Maintenance (for maintaining the building)
6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)

D. The office is located at this address: 210 North Elida St., Winnebago, IL 61088.

E. We have approximately the following number of persons employed:

- |    |           |    |
|----|-----------|----|
| 1. | Full-time | 2  |
| 2. | Part-time | 10 |

F. The following organization exercises control over our policies and procedures:  
*The Winnebago Public Library District Board of Library Trustees*, which meets monthly on the 3rd Thursday of each month, 6:30 p.m., at the library. Its members are: President: Gary Brown, Vice-President: Jacquie Olsen, Secretary: Wanda Cwiklo, Treasurer: Jim Ferrar.

G. We are required to report, and be answerable for our operations to:  
*Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library; and various other staff.

**II. Requests for information or public records may be made in the following manner:**

- A. The request must be submitted in writing. Requests will be accepted by mail, personal delivery, fax, e-mail, or other means available. The attached Freedom of Information Request Form may be used for the requestor's convenience, it is not required. Verbal FOIA requests will not be accepted.
- B. Your request should be directed to the following individual:  
Director, FOIA Officer/Library Director  
Assistant Director, FOIA Officer/Assistant Library Director  
210 North Elida Street  
Winnebago, IL 61088  
(815) 335-7050  
Fax: (815) 335-7049  
director@winnebagopubliclibrary.org
- C. You must indicate whether you have a "commercial purpose" in your request.
- D. The written request must specify the records requested to be disclosed for inspection or to be copied. If the request includes certification of records, that must be specified as well.
- E. Reimbursement for actual cost of reproducing and certifying (if requested) the records, fees will be charged according to FOIA parameters & law.
- F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
- G. The office will respond to a written request within five (5) business days *after* the request is received. That time period may be extended for an additional five (5) business days from the original date under certain circumstances, as provided by the Freedom of Information Act. If additional time is needed, the Library must notify the requestor in writing within five (5) business days after the receipt of the request of the statutory reasons for the extension, and when the requested information will be produced. If both the requestor and the Library agree, the deadline to respond may be extended beyond the ten (10) business days. This agreement must be in writing.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. Some records may need redacted.
- I. The place and times where the records will be available are as follows:  
Monday through Friday, 10:00 a.m. to 5:00 p.m. Winnebago Public Library District, Administrative Offices. This schedule may vary based on the availability of the FOIA Officer/Deputy FOIA Officer.

### **III. Public Records**

The Freedom of Information Act defines what types of records are “public records” and the exceptions to public disclosure. The following is a list of types or categories of records under our control. It is provided to aid people in obtaining access to public records.

1. Monthly Financial Statements and Budget
2. Approved Minutes of the Board of the Library Trustees’ meetings
4. Library Policies
5. Annual Reports to the Illinois State Library